

**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 05-007**

**TO:** School District Superintendents, Principals, and Head Teachers

**FROM:** Philip Williams, Director of School Finance

**DATE:** September 14, 2004

**SUBJECT:** September 15, 2004 Basic calculations for Equalization Assistance Report (APOR 55 - 1) and Equalization Assistance and Additional State Aid Detail Report (APOR 64)

The September 15, 2004 apportionment reports for your school district are posted on your district's home page on the ADE web site (<http://www.ade.az.gov/districts/default.asp>). If you need help viewing these reports please call your county's Regional Training Center (RTC). The phone number for your county's RTC can be found at <http://www.ade.az.gov/rtc>.

Instructions and forms to request an advance of state aid are available on ADE's web site at <http://www.ade.state.az.us/schoolfinance/Forms/DistCashAdv/>. Please be advised that districts will not receive an equalization assistance payment in November (A.R.S. §15-973).

The September 15, 2004 equalization calculation is based on FY04 Student Detail data successfully submitted and processed at ADE. Contact Katherine van Mourik at 602.542.8797 or by email (<mailto:kvanmou@ade.az.gov>) if you have concerns regarding the counts used in the calculation.

Districts with questions regarding TSL changes, contact Shirley Willis at 602.542.8245 or by email at [swillis@ade.az.gov](mailto:swillis@ade.az.gov) for direction on resolving these matters. Revised Route and/or Vehicle Inventory Report adjustments submitted after July 10, 2004 are reflected in the September 15, 2004 equalization calculation.

Salt River Project preliminary values and primary assessed valuations have been updated based on data provided by SRP and county office(s).

Items such as the increase to the BSL for audit expenditures, eligibility for Rapid Decline, Type 03 Tuition and Soft Capital Allocation increase for High School Count Transported by District of Residence have been updated for the September apportionment calculation. These items are dependent on the submission of all applicable budget files. Please check the submitted file status on your home page <http://www.ade.az.gov/districts/default.asp>. Please be sure your district has submitted the district-wide budget, and the worksheets when submitting budgets. (Submit all budget files at <http://www.ade.az.gov/districts/default.asp> . **COMMON LOGON** username and password are required.) If you need assistance uploading budget items, contact a Regional Training Center (RTC) at <http://www.ade.az.gov/rtc> .

If you have any questions regarding the content of your reports please contact Maggie Singler at 602.542.8244 or by email at [msingle@ade.az.gov](mailto:msingle@ade.az.gov).

cc: County School Superintendents